Defense Information Infrastructure (DII)

Common Operating Environment (COE)

(COE Release Version)

Errata Sheet (ES)
<name and version of platform/software/segment>

<Document Version (if applicable)>

<Date>

Prepared for:

Defense Information Systems Agency

<Document Number>

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Notes on Using the Template

1. Refer to Section 3.1 and 3.2 of the *DII COE Developer Documentation Requirements* for format requirements and guidelines for using the templates.
2. This template has been formatted for a small document (12 pages or less). Section headings are left adjusted (refer to Section 3.1.6 of the *DII COE Developer Documentation Requirements*) and are not required to begin on a new odd page.

1. Scope

This section shall be divided into the following paragraphs.

1.1 Identification

This paragraph shall contain a full identification of the system(s), the version or maintenance release information to which the ES pertains, the software element or document affected, and a brief description of the problem for abstracting and indexing purposes.

1.2 System Overview

This paragraph shall briefly describe the system(s) and software to which this document applies, and list other relevant documents, if applicable.

1.3 Document Overview

This paragraph shall summarize the purpose and contents of this document and shall describe any security or privacy considerations associated with its use.

2. Referenced Documents

This section shall list the number, title, revision, and date of all documents referenced in this document. This section shall also identify the source for all documents not available through normal Government stocking activities.

3. Problem and Corrective Action Description

This section shall contain a description of each problem or known error sufficient to identify the problem and its impacts, and execute the corrective action. Safety precautions, marked by WARNING or CAUTION, shall be included where applicable. After each problem, there shall be instructions for recognizing, avoiding, correcting or otherwise handling the described problem. In addition, it will describe, where known, any steps being taken to resolve the problem, version where corrected, and description of solution implemented.

4. Notes

This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of

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all acronyms, abbreviations, and their meanings as used in this document and a list of any terms and definitions needed to understand this document.

5. Documentation Improvement and Feedback

Comments and other feedback on this document should be directed to the DII COE Hotline:

Phone: 703-735-8681
Fax.:   703-735-3080
Email: HotlineC@ncr.disa.mil

A. Appendices

Appendices may be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendices may be bound as separate documents for ease in handling. Appendices shall be lettered alphabetically (A, B, etc.).